



# USAID | BURUNDI

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-695-17-000001  
Issuance Date: December 05, 2016  
Closing Date/Time: December 16, 2016 at 5:00 pm (Bujumbura Time)

**SUBJECT:** Solicitation for Resident Hire US Personal Services Contractor (PSC) for Cross-cutting Democracy and Governance Advisor

Ladies/Gentlemen:

The United States Government, represented by the US Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens residing in Burundi to provide personal services as described in this solicitation. USAID/Burundi anticipates awarding one contract as a result of this solicitation, subject to availability of funds.

Submissions shall be in accordance with the instructions provided in this solicitation, at the place and time specified. Interested applicants must submit all the materials required by the solicitation such as (but not limited to):

- (i) A signed U.S. government form AID 302-3 which is available at the USAID/Rwanda website <http://www.usaid.gov/rwanda/partnership-opportunities>
- (ii) The applicant's detailed CV and a cover letter; and
- (iii) Three (3) references, who are not family members or relatives, with telephone and email contacts.

**A full solicitation can be found at <http://www.usaid.gov/rwanda/partnership-opportunities>.**

Electronic submission is authorized and preferred. Electronic application packages should be submitted by email to: [bujumburahr@state.gov](mailto:bujumburahr@state.gov). Please quote the solicitation number and position title of this solicitation on the subject line of your email application. Be sure to include the solicitation number at the top of each of the additional page.

## POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of the cover letter. Highly ranked applications may be selected for an interview.

Applications must be received no later than the date and time specified on this cover letter. Please note that USAID/Burundi does not accept responsibility for delays in transmission or receipt of application. Applications received after that date and/or time specified may not be considered.

USAID/Burundi reserves the right to award, or not award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. Additionally, the US Government is not obligated to pay any costs associated with the preparation of an application in response to this solicitation.

Only shortlisted applicants will be contacted; no response will be sent to unsuccessful Applicants.

**Attachment to Solicitation No. SOL-695-17-000001**

- 1. SOLICITATION NO.:** SOL-695-17-000001
- 2. ISSUANCE DATE:** December 05, 2016
- 3. CLOSING DATE/TIME:** December 16, 2016 at 5:00 pm (Bujumbura Time)
- 4. POSITION TITLE:** Cross-cutting Democracy and Governance Advisor
- 5. MARKET VALUE:** Position is classified at GS-13 with annual salary range of \$73,846 to \$96,004. The actual salary will be negotiated based on qualifications, work experience and previous salary history of the successful candidate.
- 6. PERIOD OF PERFORMANCE:** Two years. Level of effort is full time (40 hours per week).
- 7. PLACE OF PERFORMANCE:** Bujumbura, Burundi
- 8. SUPERVISION:** Contractor will report to the USAID/Burundi Country Representative
- 9. SECURITY ACCESS:** Employment Authorization
- 10. MEDICAL CLEARANCE:** The apparently successful applicant shall be required to obtain a Bujumbura Health Unit Medical clearance to work in Burundi.
- 11. WHO MAY APPLY:** U.S. Citizens or persons who at the time of contracting are lawfully admitted permanent residents of the United States residing in Rwanda as a dependent of a US government agency or contract/agreement (see below for more details)

## **BASIC FUNCTION AND RESPONSIBILITIES OF THE POSITION:**

The Cross-Cutting Democracy and Governance (DG) Advisor provides technical expertise to the USAID/Burundi office across the full scope of its democracy and governance portfolio, as well as cross-cutting programming with other USAID/Burundi technical program areas including HIV/AIDS, malaria, food aid and nutrition, maternal and child health, and youth development. In line with USAID's global strategy in Democracy, Human Rights and Governance (DRG) which positions DRG as integral to USAID's overall development agenda, the Cross-Cutting Advisor will support all funding streams including PEPFAR, PMI, and DA and ESF<sup>1</sup> funded programs to ensure the integration of DRG principles and practices across USAID's portfolio to improve development outcomes.

For the PEPFAR program, this focus will support the commitment to ensuring that the governance priorities and goals of the Global Fund and UNAIDS are also integrated into USAID programming. In partnership with other stakeholders and the USG team, the Cross-Cutting DG Advisor will support the PEPFAR team to empower local organizations including networks of people living with HIV/AIDS, faith-based organizations, community-based organizations as well as organizations formed by key populations, to enable them to carry out effective, strong and sustainable community mobilization actions to complement the national health systems and HIV/AIDS interventions. The Cross-Cutting DG Advisor will assist in the efforts to develop local capacity to engage sub-recipients as future prime partners of the USAID health program and focus on the political and economic aspects of sustainability of the response to the epidemic.

The Cross-Cutting DG Advisor reports on, analyzes, and offers conclusions, advice and recommendations on matters pertaining to 1) political developments, trends and climate, particularly as they relate to the establishment and practices of democracy and good governance; 2) issues that impact on other technical areas, including but not limited to health, economic growth, and agriculture; 3) institutional strengthening, capacity building and reform needs and strategies for government and civil society organizations; 4) government, political party, civil society and donor strategies and activities that support and promote democracy and governance; and 5) points of likely common ground between political actors that could offer opportunities for constructive, informed and inclusive dialogue and consensus building. On this basis, s/he develops, monitors and evaluates the overall cross-cutting Democracy and Governance strategy for the Burundi office through timely advice on the above. The Cross-Cutting DG Advisor provides up-to-date information on political trends and developments and their implications for broader U.S. development interests in Burundi.

On request from the USAID Country Representative, s/he provides such information as it relates to U.S. diplomatic efforts to Embassy staff. S/he assesses and advises on matters relating to the Embassy Mission Performance Plan, USAID's Strategy, USAID sector strategies, and the strategies and plans of other major donors to Burundi, including multilateral institutions. S/he is responsible for making major contributions to the formulation of the USAID's cross-cutting Democracy and Governance support agenda and coordinating it with similar efforts proposed by other donors, the Government of Burundi, and civil society. S/he interacts primarily with technical counterparts in the Government of Burundi, as well as all multilateral and bilateral donors. The Cross-Cutting DG Advisor conducts analysis, strategy development, program design and management, monitoring, evaluation, and reporting on matters pertaining to increased capacity for good governance; good governance reforms, the rule of law, respect for

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<sup>1</sup> PEPFAR- President's Emergency Plan for AIDS Relief; PMI – President's Malaria Initiative; DA- Development Assistance; ESF- Economic Support Fund.

human rights, and improved conflict management policies and practices. S/he serves as the Agreement/Contract Officer's Representative (AOR/COR) for projects as agreed with the USAID Country Representative and the Agreement/Contracting Officer.

The Cross-Cutting DG Advisor will advise the USAID and Embassy management, providing up to date information on political trends and developments and their implications for broader USAID and USG development interests and programming in Burundi. S/he is responsible for making major contributions to the formulation of the Mission's cross-cutting Democracy and Governance support agenda and coordinating it with similar efforts proposed by other donors, the Government of Burundi, as well as other multilateral agencies present in Burundi. The Cross-Cutting DG Advisor will manage and oversee implementation of activities within USAID/Burundi's Democracy and Governance portfolio, as an Agreement/Contract Officer's Representative (AOR/COR) and/or Activity Manager.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Democracy and Governance Analysis and Reporting**

The Cross-Cutting DG Advisor keeps abreast of issues, trends, developments, events, governmental policies, and strategies that impact on cross-cutting governance issues and provides relevant information and analysis to management and USAID and Embassy staff or others as appropriate. This can include sharing of articles, briefings, analytical reports, trip reports or updates, as well as meeting with contacts with civil society, donors, and others to remain up to date on other programming and trends in the field.

### **USAID Programming**

The Cross Cutting DG Advisor coordinates and manages or contributes to the design, implementation, modification, monitoring and evaluation of USAID democracy and governance activities. S/he serves as AOR/COR or Activity Manager for USAID-funded grants, cooperative agreements, and contracts, requiring oversight and approval of work plans, M&E frameworks, and field visits to verify implementation. The Cross-Cutting DG Advisor supports other technical teams in assessing their portfolios in light of the Burundi Office's democracy and governance objectives and recommends alterations accordingly. He/she writes sections of USAID's annual Operational Plan and Performance Plan and Report related to Democracy and Governance, as well as provides DRG-related inputs to other USAID and Embassy strategic documents. The Cross-Cutting DG Advisor contributes to briefing books and oral briefings for official visitors as required, and coordinates site visits as needed. S/he represents USAID, in coordination with senior Mission management, at official meetings, workshops, and seminars organized by government, donors, and nongovernmental organizations and reports back on the discussions.

### **Technical Coordination**

Represents USAID, in coordination with Senior management and the Embassy, at official meetings, workshops, and seminars organized by Government, donors, and civil society and reports back. Actively engages in donor coordination forums on USAID DRG programming. Supports other USAID/Burundi technical teams in technical coordination on cross-cutting DRG issues related to their portfolio, such as the annual Sustainability Dashboard for PEPFAR activities, and other similar efforts.

## **PERIOD OF PERFORMANCE**

The Personal Services Contract will be for (24) months subject to availability of funds.

## **QUALIFICATIONS/SELECTION CRITERIA:**

Only citizens of the United States or persons who at the time of contracting are lawfully admitted permanent residents of the United States are eligible for selection. In addition, as recruitment is being done locally under a class justification excepting this requirement from full and open competition, only those who meet the following definition of a resident hire are eligible for selection:

Resident Hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country:

- (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or
- (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States

The following technical evaluation criteria will be used to evaluate the applications. These criteria will be assigned values from a total of 100 points set forth below.

a)	<i>Education</i>	<i>10 points</i>
b)	<i>Work Experience</i>	<i>30 points</i>
c)	<i>Skills and Abilities</i>	<i>15 points</i>
d)	<i>Language</i>	<i>20 points</i>
e)	<i>Technical Knowledge</i>	<i>25 points</i>
	<b><i>TOTAL</i></b>	<b><i>100 points</i></b>

The Application criteria will be evaluated and scored by the technical evaluation committee. Additional guidance regarding the technical evaluation criteria are set forth below.

**a. Education: (10 points)** Bachelor's Degree in political science, law, economics, or a related field.

**b. Work Experience: (30 points)** At least five years of progressively responsible experience in the design and management of development or humanitarian programs. Experience in democracy and governance is highly desirable.

**c. Language Proficiency: (20 Points)** English language proficiency (Level IV) and French language proficiency (Level III).

**d. Technical Knowledge: (25 points)** A thorough knowledge of the theory and practice of democracy and governance and democratic principles and practices, including capacity building for government and civil society organizations. Understanding of the history, nature, and

dynamics of politics and governance in Burundi and the level of development, interests and perspectives of government, political party and civil society stakeholders. Understanding of cross-sector approach to development and understanding of USAID are desirable.

**e. Skills and Abilities: (15 points)** - Ability to inter-relate democracy and governance issues, trends and developments to the broader political forces and factors at work in the host country. Ability to write factual and interpretive reports covering complex subject matter is required. Proven ability to prepare precise and accurate factual and analytical reports. Demonstrated ability to effectively present in writing conclusions/analysis for field trip reports, special reports, studies and memoranda of records to document meetings with Government of Burundi officials.

**f. Past performance / Professional reference checks**

Applicants must list at least three references and provide current contact information, including both an e-mail address and telephone number. The applicant's past performance in positions that require similar skills to that required by this solicitation will be evaluated.

**COMPENSATION**

This position is classified at GS-13 scale. The actual salary of the successful candidate will be negotiated within that pay range depending on qualifications, work experience and previous earning history.

Benefits/Allowances: In addition to the salary, a Resident Hire US/PSC will receive the following benefits in accordance with USAID regulations/procedures and policies.

1. Contribution toward Health Insurance not to exceed 72% of the actual cost of your annual health insurance, or the maximum U.S. Government contribution announced periodically by USAID's Office of Acquisition & Assistance whichever is less.
2. Contribution for Life Insurance up to 50% of the actual annual costs to your life insurance not to exceed \$500 per year.
3. Annual and Sick Leave at the rate of 4 hours each per pay period; or if you have previous service as a US/PSC or USG employee you are eligible for 6 or 8 hours of annual leave.

Excluded Benefits/Allowances: Locally hired US/PSC employees (Resident Hires) do not receive benefits that are provided to off-shore hired US/PSC employees. If applicants have any questions about benefits/allowances they should inquire from the contact person for this solicitation.

Benefits that are excluded include:

1. Medevac insurance, access to embassy medical facilities, cost of travel to/from post; shipment of UAB, HHE or POV; R&R and Home Leave Travel; and housing.
2. Post Allowance (Section 220), Post Differential (Chapter 500), Payments during Evacuation/Authorized Departure (Section 600).

US Taxes: The successful candidate is subject to US taxes and will have Federal Income and Social Security Taxes withheld from their salary.

## **APPLICABLE POLICY DIRECTIVES AND REGULATIONS PERTAINING TO PSCs**

- (1) Acquisition and Assistant Policy Directives (AAPDs) or Contract Information Bulletins (CIBs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Those documents can be found at this websites: [http://transition.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc)
- (2) USAID Acquisition Regulation (AIDAR) applicable to award and administration of USPSC resident hires is contained in AIDAR Appendix D and can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>. The link comprises of prescribed Contract Schedule, General Provisions as appropriate, as well as the FAR Clauses to be incorporated in full text and by reference.
- (3) Standard of Ethical Conduct for Employees of the Executive Branch can be accessed at: <http://www.gpo.gov/fdsys/pkg/CFR-2007-title5-vol3/pdf/CFR-2007-title5-vol3-part2635.pdf> or <http://www.oge.gov/Laws-and-Regulations/Employee-Standards-of-Conduct/Employee-Standard-of-Conduct/>

## **INSTRUCTIONS TO APPLICANTS**

1. Interested applicants are requested to submit the following information:
  - a) A recent CV or resume. The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:
    - (i) Personal Information: Full name, mailing address, email address, day and evening phone numbers, country of citizenship, highest federal civilian grade held (also give job series and dates held).
    - (ii) Education: Colleges and universities name, city and state, majors, type and year of any degrees received.
    - (iii) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions): job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
    - (iv) Other Qualifications: other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance as awards (give dates but do not send documents unless requested).

- b) Applicants are **required** to address the above selection criteria in a summary statement attached to the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page. Failure to address minimum selection and/or quality factors may result in your not receiving credit for all your pertinent experience, education, training, and awards. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
  - c) Applicants are required to provide three (3) references with complete contact information including email address and telephone numbers. The Applicant's references must be able to provide substantive information about the applicant's past performance and abilities. USAID/Rwanda reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.
  - d) Written cover letter of not more than one page.
  - e) Form AID 302-3 must be signed and those submitted unsigned will be rejected.
- 2. Applicants should retain for their record copies of all enclosures that accompany their submissions.
  - 3. The solicitation number must be referenced on the application.
  - 4. Any attachments provided via email must be in or compatible with Microsoft Word Version 2010 or Adobe Acrobat Portable Document Format (PDF) and not "Zipped."
  - 5. Highly ranked applicants may be interviewed in person or by phone. Those applicants determined to be competitively ranked will also be evaluated on interview performance. These interviews may be conducted by telephone. A writing test and samples of past work may be required.

**[END OF SOLICITATION]**